

**UNAPPROVED MINUTES
CITY OF MILPITAS
PARKS, RECREATION AND CULTURAL RESOURCES COMMISSION**

Minutes: Regular Meeting of the Parks, Recreation and Cultural Resources Commission
Date of Meeting: December 8, 2003
Place of Meeting: Milpitas Community Center Auditorium, 457 E. Calaveras Blvd.

I. Call to Order Chairperson Munzel called the meeting to order at 7:02 PM

II. Flag Salute The Chair led the Commission in the Pledge of Allegiance

III. Roll Commissioners Present: Gill, Krommenhock, MacKenzie, McGuire, Mohsin, Munzel (left 7:55 PM.), and Tuason

Commissioners Absent: Alternate Ku and Alternate Leonard

City Staff Present: Bonnie Greiner, Recreation Services Manager; Toby Librande, Child Care Coordinator; Jennifer Tagalog, Recording Secretary;

City Council Liaison Present: Council Member Polanski

IV. Alternates Alternates were not seated.

V. Agenda MOTION to approve the agenda for December 8, 2003, meeting as submitted.
M/S: McGuire, Tuason
Ayes: (7) Gill, Krommenhock, MacKenzie, McGuire, Mohsin, Munzel, and Tuason
Absent: (2) Leonard and Ku

VI. Minutes MOTION to approve the minutes for November 2, 2003, meeting as submitted.
M/S: Mohsin, McGuire
All Ayes
Absent: (2) Leonard and Ku

VII. Citizen's Forum None.

VIII. Announcements/Correspondence

Mike Baker, Milpitas Youth Soccer, was not in attendance at the meeting, so no presentation was given.

IX. New Business

1. Family Child Care Assistance Fund Policies and Procedures Update (Toby Librande, Child Care Coordinator)

In 1991, the Milpitas City Council funded a Child Care Study to assess the status of the child care systems in Milpitas and to review best practices and implement action steps. The Council received the full report with staff recommendations in March 1994. One of the recommendations from this report was to initiate a new grant program for family child care providers. Staff created a pilot program that was presented to the Parks, Recreation and Cultural Resources Commission (PRCRC) on November 8, 1995. At this meeting, the PRCRC reviewed and unanimously approved the Child Care Grant Program and Process. The item was then agendaized for the January 23, 1996, Milpitas City

Council meeting. At this time, Council unanimously approved the proposed Child Care Grant Program, permitting implementation and advertising 30 days from the Council's approval. The first round of funding began the same fiscal year, 1995/1996, with three grants being issued. Please refer to the Attachment "Comprehensive Family Child Care Assistance Fund Grantee List" for a complete breakdown of funding beginning in 1995/1996 through the present.

The only changes to the program over the past eight years have been monetary in nature. The fiscal year budget increased, from the initial annual funding of \$2500.00 in 1995/1996, \$3500.00 in FY 1999/2000, to the current level of \$4000.00 in 2001/2002. Also, the individual annual grant limit increased effective FY 2002/2003 from \$250.00 to \$500.00 per applicant. No other changes to the Policies and Procedures have been adopted.

Since the inception of the grant program, the recognized importance of the child care field has blossomed. Two trends have helped support the concept that child care is more than just "babysitting". The first trend is that of current brain research, which continues to demonstrate the importance of quality early learning experiences for young children's optimal development. The second trend which has emerged over the past decade is the idea that quality child care environments not only support the healthy development of children, but also support the healthy development of local economies. If children are in quality care, parents can contribute to the workforce, which strengthens local businesses. These trends, taken together with feedback received from grantees (regarding both the content of the policies as well as the steps in the process), prompted staff to begin a policies and procedures review of the Family Child Care Assistance Fund. Staff identified four desired outcomes to updating the Family Child Care Assistance Fund Policies and Procedures:

1. To align the funding priorities with current county, state and Federal priorities
2. To clarify the language of the document to be more reader-friendly
3. To reorganize the details of the eligibility requirements, funding priorities, fiscal limits and application process, and
4. To address possible provider licensing issues and outline the procedure for funds recovery

Staff utilized the above desired outcomes to guide the Family Child Care Assistance Fund grant program update. Various changes were incorporated into the proposed Policies and Procedures document, which are detailed below. Staff then forwarded the current Policies and Procedures and the proposed changes to the City Attorney for review. In addition to an overall review, staff requested that the City Attorney specifically review the proposed priority funding change and suggest a process by which the City could recover grant funding should a grantee have a problem with licensing or close their business. The City Attorney's response via email is attached to the Commissions packet for review. In addition, the suggested language covering the licensing issue was incorporated into the Fiscal Limits and Conditions, Items 3 and 4.

Toby Librande, Child Care Coordinator, reviewed the most significant changes to the Policies and Procedures as follows:

1. The title of the program was changed from the Individual Family Child Care Assistance Fund to the Family Child Care Assistance Fund.

2. The Purpose section was rewritten to clearly state the goal for the grant fund, “ to increase program quality in Milpitas family child care homes”, and define the term “family child care home”.

3. The Eligibility Requirements were streamlined.

4. The 51% resident requirement was removed. Justification for this change centers around the concept that child care supports not only residents, but also local businesses. For continued economic vitality, local businesses benefit by having accessible child care for their employees.

The Commission discussed at length the need to request additional funding from City Council as changing this requirement would potentially increase the amount of requests for this program. They also noted that the grant program maximum amount to request was increased from \$250 to \$500 without increasing the budget. They also stressed the importance of having quality child care with regards to stimulating the economy.

The Commission also expressed concerns that many of the same individuals were receiving funding year after year and discussed a variety of options such as allowing funding every other year or every three years.

Bonnie Greiner, Recreation Services Manager, explained the Commission could certainly request additional funding from City Council, however, due to the tough economic times it may be difficult to get additional funding approved.

Commissioner Gill suggested distributing \$1,000 every quarter to allow the Commission to prioritize the applications rather than approve every request until the funding is depleted.

Commissioner Mackenzie was also in favor of the quarterly application review.

Chairperson Munzel questioned if multiple applications were received requesting the same type of item(s), it could get very complicated to determine who had the greatest need if they were reviewed quarterly.

Commissioner Mohsin said if multiple applications were received for the same request, the Commission could judge the applications based on how many kids were going to be served.

Bonnie Greiner, Recreation Services Manager, explained that if the Commission was interested in prioritizing all the requests, they could review the applications once a year in July when funding is available and then prioritize the applications and recommend to City Council funding amounts accordingly, similar to the Community Development Block Grant program. However, she explained that if individuals missed the deadline or started their business after July, they would not be eligible to apply for funding until the following fiscal year.

Toby Librande, Child Care Coordinator, explained that prior to July, she sends out letters and applications to the eighty-eight Family Child Care Homes in Milpitas to ensure all individuals who may be eligible are informed of the grant opportunity.

5. Applicants must submit a copy of their current family child care license issued by the Department of Social Services, Community Care Licensing.

6. The term that grantees have to return documentation of grant expenditures was changed from 30 days to 1 year. The condition was added that grantees that have not submitted all necessary paperwork are not eligible for subsequent grant allocations until City staff has received the missing items.

Toby Librande, Child Care Coordinator, explained that the current language is very vague and this would further clarify the language. She explained that some providers use the funding for curriculum at various times of the year and don't deplete the grant funds all at once, so this allows individuals to provide receipts up to a one year after the program is complete.

Commissioner Gill felt that one year seemed too long of a time to spend the money and if the applicant didn't need the money the funding should go to other applicants.

Commissioner Munzel explained the grant program is based on quality of the program and not the financial need. He also noted that the existing guidelines are based on a first come first serve basis.

Commissioner MacKenzie suggested creating a resource library for Child Care providers, so they could share learning materials rather than allowing learning materials sit on the shelf when others could be using them.

7. Funding priority details were added. Priority funding now will go to support providers who care for children with special needs or developmental delays. Specific examples of appropriate second priority funding requests were also outlined.

Toby Librande, Child Care Coordinator, indicated that a child care provider may not be set up to care for children with specific special needs, such as having a wheelchair ramp installed in their home. Often times, they may also need to receive training to learn how to care for a special needs child. In addition, she said it may also take a provider a longer time to fully spend city funds if they need to save up for the other portion of the renovation. It was also noted that the grant funds usually assist the Family Child Care providers but do not cover the entire costs of their requests.

8. The fiscal limit section was expanded to include funding conditions. Specifically, language was added per the City Attorney outlining the conditions by which a grantee must return funding to the City.

9. The Parks, Recreation and Cultural Resources Commission may now recommend any amount deemed appropriate, which may be less than or up to the full \$500.00 annual limit. The PRCRC may not recommend funding which exceeds this annual limit.

10. The current Acceptable Funding Criteria section was rewritten and incorporated into the new Funding Priority section.

11. The Application Process section was flushed out to detail more precisely the responsibilities and process of the applicant and the City staff.

12. Under the Application Process section, Item 9, grantees may now be invited to sign a Press Release Consent Form, in order to have press releases issued to highlight the provider and grant disbursements.

Included in the Commission packets were four items for review:

1. The current Individual Family Child Care Assistance Fund Policies and Procedures Document
2. The proposed Family Child Care Assistance Fund Policies and Procedures Document
3. The Comprehensive Family Child Care Assistance Fund Grantee List
4. The e-mail response from the City Attorney, Mr. Peter Spoerl

Commissioner McGuire felt the program was worthwhile and the Family Child Care homes he has visited were very well run.

Commissioner MacKenzie and Mohsin felt there were a variety of issues that need to be addressed with the grant guidelines and preferred tabling this item for further discussion.

Commissioner Krommenhock felt the guidelines should be approved as submitted and then re-evaluated after a year.

MOTION to approve the proposed changes to the Family Child Care Assistance Fund as submitted.

M/S: McGuire, Krommenhock

Ayes: (2) McGuire and Krommenhock

Nays: (4) Tuason, MacKenzie, Gill, and Mohsin

Absent (3) Ku, Leonard, and Munzel

MOTION to table the Family Child Care Assistance Fund to the January 5, 2004, Parks, Recreation and Cultural Resources meeting.

M/S: Tuason, MacKenzie

All Ayes

Absent (3) Ku, Leonard, and Munzel

X. Staff Reports

Parks Monthly Response Log – Note receipt and file.

Bonnie Greiner, Recreation Services Manager, announced the following:

- The 50th Anniversary calendars will be distributed in the mail the week of December 8, 2003.
- The Winter/Spring Activity Guide will be available on January 2, 2004.
- Milk and Cookies with Santa will be held on December 13, 2003.
- The Tree Lighting Ceremony was held on December 1, 2003, at 7 PM
Despite the rainy weather, over 1,000 attend the event.

Commissioner Gill explained that a memo was sent to Calvary Assembly Church on behalf of the Commission and sub-committee requesting a written response to the letter. The sub-committee should have an update at the January 5, 2004, meeting for the Commission.

Commissioner McGuire noted a large percentage of the individuals attending the church were not Milpitas residents.

XI. Liaison Reports

1. City Council

Council member Polanski reported on the following City Council items:

50th Anniversary Update

- Council member Polanski reported the 50th Anniversary Committee is scheduled to meet the 2nd week of January, 2004, to finalize up plans for January 26, 2004, 50th Anniversary Celebration.
- The Milpitas Post is diligently working on the historical book which should be ready on January 26, 2004.
- The Council authorized the purchase of the Carla Moss's Cartwheel sculptures with the assistance of multiple funding sources (\$5,000 Alliance for the Arts; \$5,000 City Manager's budget; \$5,000 from Commissioner's who donated funds in lieu of receiving individual gifts; \$2,500 City's Law Firm) to be placed in the Civic Center Plaza area. Commissioner MacKenzie felt the artwork should be placed in an open area. Council member Polanski explained the exact location had not been determined, however, replicas will be placed in various location to allow for community input on the location. The artwork is scheduled to be unveiled in July, 2004.
- The Council is continuing to meet with a variety of agencies to discuss the odor issues in Milpitas and brainstorm on ways to improve the air quality. She was very pleased with the progress that has already been made as BFI will move compost further back. She said great strides are being made to get information out to the public on this issue. The agencies will continue to meet and report back to the Council regularly on this issue.
- Community Advisory Commission is currently researching the possibility of changing the Mayor's term from a 2-year term to a 4-year term.
- Due to the City's high bond rating and low interest rate, the City will have approximately 133 million to use towards future Redevelopment Agency projects (i.e. Senior Center and Library).
- She also reported that the City's general fund will be approximately 1million shorter than projected due to lost vehicle license fees. The City is currently on a hiring freeze with over 54 vacancies.
- Four applications were received for the Planning Commission vacancy and interviews were scheduled for December 9, 2003.

Council member Polanski also thanked the Commission for their hard work and volunteerism throughout the year and wished them a Happy Holiday season.

2. Community Advisory Commission

Vice-Chair Mohsin reported on the following Community Advisory Commission items:

- Translating fliers for future Town Hall meetings in multiple languages.
- Changing Mayor term from 2 to 4 years.
- Neighborhood Beautification Award.
- Ethics.

3. Senior Advisory Commission

None.

4. Planning Commission

None.

5. Youth Advisory Commission (YAC)

None.

6. Milpitas Historical Society

Commissioner McGuire announced the Milpitas Historical Society would be holding their annual Christmas Party in December.

7. Arts Commission

Commissioner Krommenhock reported on the following Arts Commission agenda items:

- Phantom Art Gallery Application was approved for Golden Hills Art Association for January, 2005.
- Approval of art work for VTA station at Tasman and 880.

XII. Future Agenda Items

January – Election of Officers; Family Child Care Grant Program; Park Bond Issue;

XIII. Adjournment

There being no further business, the Vice-Chair adjourned the meeting at 8:43 PM. to the next scheduled meeting on January 5, 2004.